Step-by-Step Instructions for Completing The UB-04 Paper Claim Form For MaineCare Covered Services

Introduction

The UB-04 claim is a billing form maintained by the National Uniform Billing Committee (NUBC). Each payer, including MaineCare, has different requirements for completing specific parts of the claim form.

The MaineCare instructions are adapted from the UB-04 manual developed by the NUBC and approved by the State National Uniform Billing Committee in Maine. For contact information about the NUBC and its manuals, go to http://www.nubc.org/about.html and for information about the State Uniform Billing Committee in Maine go to http://www.aahamme.org/contact.php. You must have the UB-04 manual to follow these instructions. In many Form Locators (FL), you are asked to go to the UB-04 manual for specific codes or other information.

You are responsible for obtaining your own UB-04 forms; the Maine Department of Health and Human Services (DHHS) doesn't provide them. You can buy the forms at office supply centers and from other sources including:

U.S. Government Printing Office Mail Stop: IDCC 732 N. Capitol St. NW Washington, DC 20401

http://www.gpo.gov/

Who Must Use the UB-04

If you are among the following providers, you must use the UB-04 form:

Adult Family Care Homes

Assisted Living Services

Home Health Services

Hospice

Hospitals

ICF-MR (Intermediate Care Facilities for people with Mental Retardation)

Nursing Facilities

Private Duty Nursing

Private Non-Medical Institutions

Cost Reimbursed Boarding Homes (Case Mix and Non-Case Mix)

Community Residences for People with Mental Illness

Residential Child Care Facilities

Substance Abuse Treatment Facilities

Flat Rate Boarding Homes

Psychiatric Facilities

Look for these icons

- **Attach** reminds you where you need to attach documentation for this claim.
- → **Appendix** reminds you to check the Appendices for information such as specialty codes and rates.

UB-04 Appendix 1 is on Page 45.

UB-04 Appendix 2 is on Page 46.

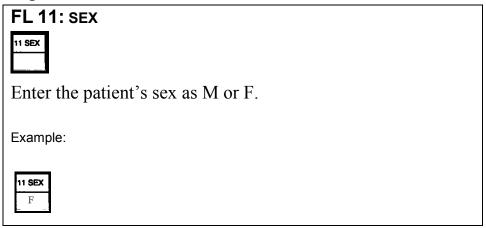
Required, Not Required, and Hospital Only Form Locators

In these instructions, FL is Form Locator.

Form Locators that are not shaded are required for all or most providers. You'll see a notation in the Form Locator if it is required for only certain providers, such as Hospitals or if that Form Locator refers to information entered elsewhere in the claim.

This is an example of a Form Locator required for all providers:

Required:



Form Locators that are not required are shaded.

Not Required:

This is an example of a Form Locator that is not required for any provider:



Please note, although some Form Locators are not required, they are also not shaded. This is because DHHS recommends that you enter special information in these Form Locators. This optional information, such as the patient's account number, will help you in your recordkeeping.

Also check the Special Instructions to see if your provider type is **not** required to complete a Form Locator.

Unless these instructions say that a Form Locator must be left blank, you may use Not Required Form Locators for your own business purposes.

You May Need Special Instructions

Some providers who use the UB-04 form need to follow specific instructions for certain Form Locators. If you are a specialty provider, look for <u>Special</u> <u>Instructions:</u> and the appropriate icon for you:

AFC Adult Family Care Homes

^{AL} Assisted Living Facilities

ICF-MR Intermediate Care Facilities-Mental Retardation

NF Nursing Facilities

PDN Private Duty Nursing

PNMI Private Non-Medical Institutions

Examples and Additional Help

The instructions for each required Form Locator or field within a Form Locator include an example of what the completed Form Locator or field should look like. In some Form Locators that have special instructions for specific providers, there are additional examples.

The instructions also give you important information and help.

Look for these icons:



TIP:

Additional Tips on Filing

Here's other important information you need to know before you begin filling out your form:

In addition to the National UB-04 manual, in order to complete the UB-04 form, you must have current CPT (Current Procedural Terminology) of the American Medical Association, ICD-9 (International Classification of Diseases) Diagnostic Codes, or HCPCS (Healthcare Common Procedure Coding System) Codes maintained by the Centers for Medicare and Medicaid Services.

Or,

Use the Procedure Codes in Chapter III of the *MaineCare Benefits Manual* policy section under which you bill. You may access these codes at the following website: http://www.maine.gov/sos/cec/rules/10/ch101.htm

The required format for a birth date is eight digits (MMDDYYYY). (Example: January 19, 1947 = 01191947)

The date format for all other dates is six digits (MMDDYY).

Whether you fill in your claim form by typing, computer, or handwriting, keep all information within the designated FL. **Do not** overlap information into other form locators. Handwritten claims must be legible.

Mailing Your Claim

If you are a Nursing Facility or an ICF-MR, mail your completed claim form to this address:

MaineCare Claims Processing M-400 Augusta, ME 04333

If you are Assisted Living Services, an Adult Family Care Home or a Private Non-Medical Institution, mail your completed claim form to this address:

MaineCare Claims Processing M-700 Augusta, ME 04333

If you are any other provider that bills on the UB-04, mail your completed claim form to this address:

MaineCare Claims Processing M-100 Augusta, ME 04333

You may also bill electronically through Electronic Media Claims (EMC) batch billing. Contact the Provider File Unit at 1-800-321-5557, Option 6 (In State only) or 207-287-4082 for more information on electronic billing. You can find additional information on the website for the Office of MaineCare Services (OMS) at: http://www.maine.gov/dhhs/emc/index.htm

Instructions for Each Form Locator (FL) on The UB-04 Paper Claim Form

FL

FL 01:	
1	
Enter the provider's name, city, state, telephone number	and ZIP code and
Example:	
¹ Family Assisted Services	
2 County Road	
Anytown, ME 04000	
207-000-0000	

FL 02:	AI AI
	Leave the MaineC
Not required.	enter a Control
	(TCN) 1 TCN w
	on your advice s
	(RA) in



his blank. Care will Transaction Number here. The ill appear remittance statement the left-hand column.

FL 03A: PAT.CTRL #.	
3a PAT. CNTL#	
Enter the Patient Control number that the provider has assigned.	
Example:	
38 PAT. SMI12345	
FL 03b: MED. REC. #	
b. MED. REC. #	
<u>Special Instructions</u> :	
Assisted Living Facilities, Adult Family Care Homes, and Private Non-Medical Institutions: Not required.	
Example:	
6. MED. SMI12345	



A Patient Control number is a unique number assigned to a patient by the provider.

FL 04: TYPE OF BILL



Enter the four-digit code from the National UB-04 manual for your provider type that indicates the type of bill.

Example:



Special Instructions:

Private Non-Medical Institutions, Assisted Living Facilities, and Adult Family Care Homes must use the specific codes assigned by MaineCare. (See UB-04 Appendix 2.)



Appendix 2 is on page 46.

Four digit code has a leading zero



Nursing Facilities can only use type of bill: leading zero for the first, 2 for the second digit, 5 or 6 for the third and 1,2, 3, 4, 5, 7 or 8 for the fourth

FL 05: FED. TAX NO.

5FED. TAX NO.

Enter the provider's Federal Tax Number (Employer

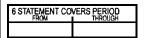
Example:

5 FED. TAX NO.

00000000

FL 06: STATEMENT COVERS PERIOD

Federal income tax purposes.



In FROM, enter the date that services on this claim began. In THROUGH, enter the date that services on this claim ended, including the discharge date, if applicable. If all services were provided on a single day, enter that date in both the FROM and THROUGH fields.

Identification Number/EIN). This number is required for

The format is six digits: MMDDYY.

Do not use commas, dashes, or slashes in the date.

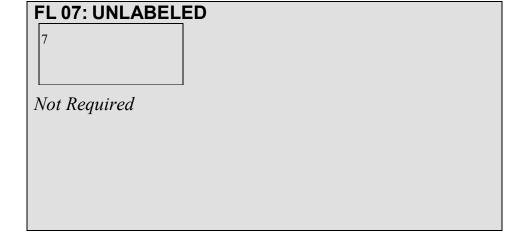
Example:

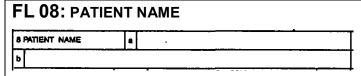
6 STATEMENT COVERS PERIOD THROUGH		
060106	060306	



Inpatient Hospital claims *may* overlap months. All other providers *must* bill no more than one calendar month on a claim form.

FL 05 – 07



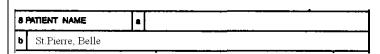


FL 08 a. Patient ID Number - Not Required

FL 08b – Enter the member's name in this order: last name, first name and middle initial. The name must be exactly the same as the name printed on the member's MaineCare ID card.

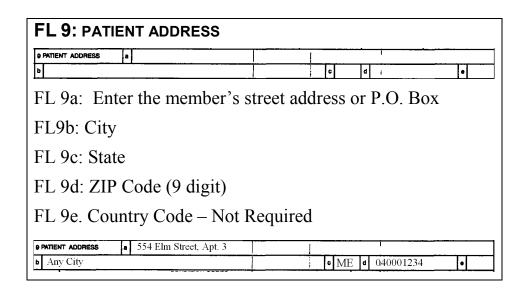
Example: Member's name is Belle St. Pierre, the MaineCare Card reads St Pierre, Belle with no punctuation, replace the period with a space as shown on the MaineCare Card.

Example:





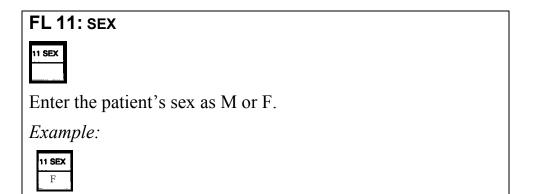
Enter the member's name **exactly** as shown on the MaineCare ID card. If the name does not match, the claim will deny for incorrect name.



FL 10: BIRTHDATE	
10 BIRTHDATE	
Enter the patient's date of birth. A birth date must be in eight-digit format (MMDDYYYY).	
Example:	
10 BIRTHDATE 06211951	



Birth Date must be in eight-digit format.



FL 12: ADMISSION DATE

ADMISSION				
12	DATE	13 HR	14 TYPE	15 SRC
		1	1	

If your provider type is . . .

- Adult Family Care Home
- Home Health
- Hospice
- Intermediate Care Facility for the Mentally Retarded (ICF-MR)
- Nursing Facility
- Private Duty Nursing
- Private Non-Medical Institution (PNMI)

Then, enter the date the member was admitted to your facility.

If your provider type is . . .

- Hospital
- Psychiatric Facility

Then, enter the date the member was admitted for inpatient services **or** received outpatient services.

The format for the date is six digits (MMDDYY). Do not use commas, dashes or slashes in the date.

Example:

ADMISSION 12 DATE 13 HR 14 TYPE 15 SRC				
060	12006			



If the admission date is later than the FROM date in FL 6, your claim will deny for invalid dates billed

> FL 13 – 14

FL 13: ADMISSION HR				
12	DATE	ADMISSIO 13 HR	N 14 TYPE	15 SRC

Hospitals Only:

For inpatient bills only, enter the admission hour. Please see the National UB-04 manual for specific codes.

Example

12	DATE	ADMISSIO 13 HR	N 14 TYPE	15 SRC
		06		

FL 14: ADMISSION TYPE

ADMISSION 12 DATE 13 HR 14 TYPE 15 SRC				
	1	T	10 0110	
	DATE			

Hospitals Only:

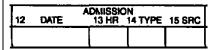
For inpatient services only, enter the type of admission. See the National UB-04 manual for specific codes.

Example:

ADMISSION				
12 DATE 13 HR 14 TYPE 15 SRC				
			1	
		1	1 1	

FL 15 - 16

FL 15: ADMISSION SRC



Hospitals Only:

For **inpatient** admissions, enter the source of admission. Please see the National UB-04 manual for specific codes.

Example:

ADMISSION 12 DATE 13 HR 14 TYPE 15 SRC				
				7



Do not enter an admission source for an outpatient.

FL 16: D HR



Hospitals Only:

Enter the hour that the patient was discharged from inpatient care. Please see the National UB-04 manual for specific codes.

Example::



FL	17	7:	S	TA	Γ
----	----	----	---	----	---



Enter a code indicating patient status as of the ending service date of the period covered on the bill, as reported in FL 6, Statement Covers Period. Please see the National UB-04 manual for specific codes.

Example:





				CONDIT	TON COD	ES			-	
18	19	20	21	22	23	24	25	26	27	28
,										
	<u> </u>	l		(l

If applicable, enter codes used to identify conditions relating to the bill that may affect payer processing. Please see the National UB-04 manual for specific codes.

For services, including emergency services, use Code AJ to bypass the MaineCare co-pay requirement (as allowed by the MaineCare Benefits Manual).

NOTE: Although this form locator was expanded MaineCare will only key up to 7 condition codes.

Example:

				CONDIT	ION COD	ĖŚ				
18	19	20	21	22	23	24	25	26	27	
AJ	26									



For services, including emergency services, use Code AJ to bypass the MaineCare copay requirement (as allowed by the *MaineCare* Benefits Manual).

FL 29: ACDT STATE

29 ACDT STATE

Not required.

FL 30: UNLABLED

30

NOT REQUIRED.

FL 31 – 34 OCCURRENCE CODES AND DATES

	CCURRENCE	Su 000	URRENCE	33 OCC	URRENCE	U4 000	URRENÇE
CODE	DATE	CODE,	BTAG	CODE	DATE	CODE	D41 E
	i	1 1					
		1. 1				1 1	
		1 1		1 1		!!!	

If applicable, enter the code and associated date defining a significant event relating to the bill that may affect payer processing. Please see the National UB-04 manual for specific codes.

Example:

[32	OCCURRENCE	33	OCCURRENCE	34	OCCURRENCE	35	OCCURRENCE
	CODE	DATE	CODE	DATE	CODE	DATE	CODE	DATE
a b	24	060306						

FL 35 & 36: OCCURRENCE SPAN

35 CODE	OCCURRENCE FROM	SPAN THROUGH	36 CODE	OCCURRENCE FROM	SPAN THROUGH

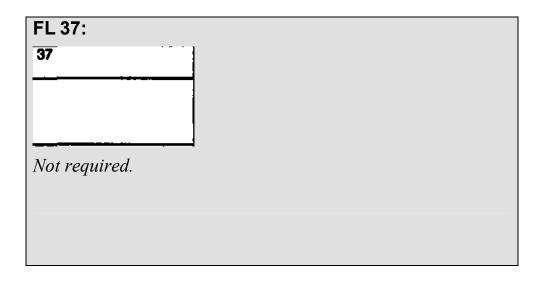
If applicable, enter a code and related dates that identify an event that relates to the payment of the claim. Please see the National UB-04 manual for specific codes.

Example:

35	OCCURANCE	SPAN
CODE	FROM	THROUGH
78	060307	060607



Although this form now has 4 (four) spaces for occurrence span MaineCare will still only allow 2 (two)



FL 38:	
38	
Not required.	

FL 39 – 41: VALUE CODES

	39 CODE	VALUE CODES AMOUNT	40 CODE	VALUE CODES AMOUNT	41 CODE	VALUE CODES AMOUNT	
a						•	a
b		,				,	b
C		•		,		`	С
d		:		:			đ

If a MaineCare patient has Medicare as the primary payer, or is responsible for a spenddown amount, enter that information in FL 39, 40, or 41. In the Code fields (39, 40, and 41), use the following:

A1 = Medicare Deductible Payer A (B1, C1 . . .)

A2 = Medicare Coinsurance and/or Copayment Payer A (B2, C2...)

D3 = Spenddown

80 = Covered Days

81 = Non-Covered Days

82 = Coinsurance Days

83 = Lifetime Reserve Days

Value codes 80 - 83 have been added to replace FL 7, 8, 9, and 10 on the UB-92

Please see the National UB-04 manual for complete instructions and specific codes.

In the Amount fields, after the appropriate code, enter the amount. When using value codes 80 - 83 the number of days are right justified to the left of the dollars/cents delimiter, use zeros in the cents field.

Example:

	39 CODE	VALUE CODES AMOUNT	40 CODE	VALUE CODES I AMOUNT	41 CODE	VALUE CODES AMOUNT	
a b	A1	119 00	A2	63 00	80	100	a
C				:			c
a							Ja

Page 19



→ Appendix
See UB-04
Appendix 1 on
page 45 for
specific
instructions for
billing Medicare
coinsurance and
deductible.

Do not enter other third party co-insurance/ deductible.

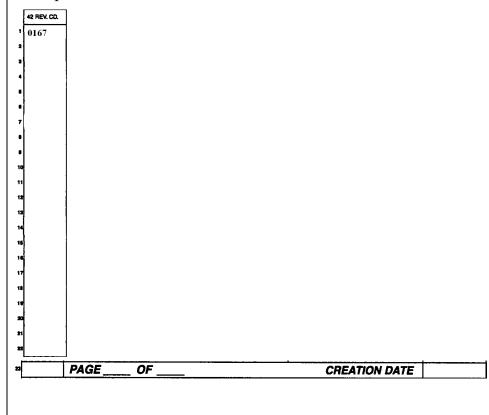
On all claims do not enter a patient assessment/cost of care.

FL 42: REV CD.

Enter a four-digit code that identifies a specific accommodation, ancillary service or billing calculation. See the National UB-04 manual for specific codes. Revenue codes are being revised by the National Uniform Billing Committee and will be published when final.

<u>Note</u>: Line 23, report total charges using Revenue Code 0001 in this column.

Example:



ALERT:

MECMS allows 21 lines plus the total (Revenue Code 0001) on line 23. If your claim has more than 21 lines, plus the total on line 23, it cannot be processed.

→ Appendix

See UB-04
Appendix 2 for more information on revenue codes specific to Adult Family Care Homes, and Private Non-Medical Institutions.

FL 43: DESCRIPTION		ALERT:
43 DESCRIPTION		The description of the code is not required however line 23 column 43 requires Page _1_ of _1
PAGEOF	CREATION DATE	
Description is not required, but 1 of 1.	Line 23 should always be Page	

FL 44: HCPCS / RATES / HIPPS CODE

For inpatient bills, enter the accommodation rate. (When you enter the rate, it must be right-justified in the column.)

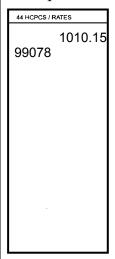
For outpatient bills, enter the appropriate HCFA Common Procedure Coding System (HCPCS) and Current Procedural Terminology (CPT) codes. (When you enter a code, it must be left-justified in this column.)

To be as accurate as possible, various HCPCS and CPT codes may require the use of modifiers. Use the appropriate modifier along with the procedure code.

Special Instructions:

PDN Private Duty Nursing – Not Required

Example:



PAGE ____ OF ____ CREATION DATE

→ Appendix

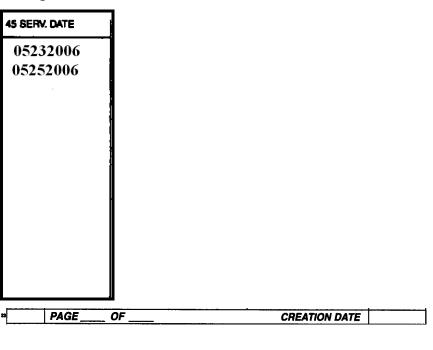
See UB-04 **Appendix 2** for more information on local codes specific to Adult Family Care Homes, Home Health, and Private Non-Medical Institutions. These codes are also found in the *MaineCare* Benefits Manual, Chapter 3 of Section 97 (PNMI), Section 2 (Adult Family Care Homes) and Section 40 (Home Health).

FL 45: SERV. DATE

For **outpatient** claims for occupational, physical or speech therapy services, home health, nursing facilities, etc., (a series bill), enter the date that the indicated service was provided.

<u>Note:</u> Please write the date the claim was created on Line 23 in this column. Be sure that the date reported is on or after the last date of service on the claim.

Example:





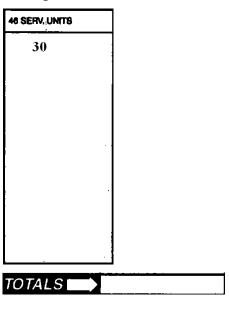
All services—
except inpatient
hospital—must
bill no more than
one calendar
month on a single
claim form.

FL 46: SERV. UNITS

For inpatient claims, enter the number of days of inpatient accommodations.

For outpatient claims, if the same service was provided more than once on the same day, enter the number of units provided. For example, if two EKGs were provided on the same day, enter two units.

Example:





For **inpatient claims**: Include the date of admission, but do not include the date of discharge.

Units must equal the number of days in the statement covers period except on discharge claims. If the member is discharged the total covered days is one less than the covered period. The number of covered days is reflected in FL 39, 40 or 41 by using value code 80 and the number of days

FL 47: TOTAL CHARGES

Enter the total charges pertaining to the related revenue code for the current billing period, as entered in the statement's covered period (FL 6).

Inpatient services: A line item cannot exceed \$99,999.99. If room charges exceed this amount, the charges must be split into two lines.

No more than 21 line items can be billed per claim. The **total** must be reported by completing line 23 as follows:

Line 23, column 42 enter revenue code 0001.

Line 23, column 43 enter Page 1 of 1, if the claim is a "Split Bill, two or more claims for the same admit", each claim form must be totaled because each claim form is considered separately.

Line 23, column 47 after TOTALS enter the total of column 47.

Example:

47 TOTAL CHARGES	
2143	3:00
967	00
	:
*	:
	:
	:
	:
3100	00:0

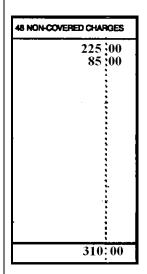


The total number of lines on the claim cannot exceed 21 and the total must be reflected on Line 23.

FL 48: NON-COVERED CHARGES

If applicable, enter the non-covered charges pertaining to the related revenue code. Line 23 must reflect the total of this column.

Example:



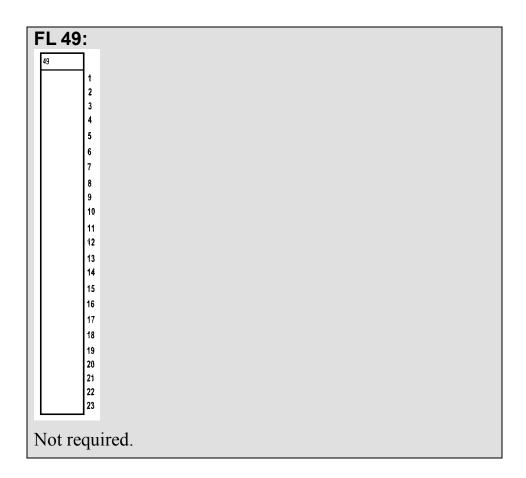


If the claim contains an ICD-9 diagnosis or procedure code for circumcision the charges related to the circumcision must be placed the the noncovered charges column.

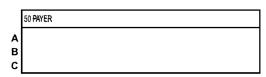
If your facility does not enter non- covered charges for the circumcision do not put the ICD-9 diagnosis or procedure code on the claim.



If this column is completed and the charges are for noncovered days, the number of days must be reflected in FL 39, 40 or 41 using Value Code 81.



FL 50: PAYER



On lines A–C, enter the name that identifies each payer organization from which the provider might expect some payment for the bill.

Lines:

A – Enter primary payer

B – Enter secondary payer

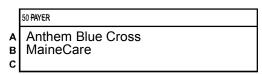
C – Enter tertiary payer

Important: MaineCare is the payer of last resort. Note: If MaineCare is the only payer in FL 50 then FL 54, 59, 61, and 62 are not required.

The payer names must be spelled out:

Medicare MaineCare Anthem Blue Cross

Example: If a patient has Anthem Blue Cross, FL 50 would be as follows:





Lines in FL 50 must correspond to lines in FL 51, 54, 58, 59, 60, 61, and 62.

61,and 62.

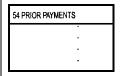
If MaineCare is the only payer in FL50, you are not required to complete FL 54, 59, 61, and 62
When billing for Medicare C (Medicare Advantage Plans) or Railroad Medicare, FL 50A needs to say Medicare and FL50B needs to say

MaineCare.

In FL 80 you can make the remark Medicare Railroad or Medicare Advantage. See Appendix 1 for billing services not covered by Medicare for Mainecare members who have Medicare.

FL 51: HEALTH PLANID		
51 HEALTH PLAN ID		
This field should be left blank. The provider ID# now goes into FL57.		
FL 52: REL INFO		
52 REL INFO		
Not required.		
FL 53: ASG BEN		
S3 ASG BEN		
Not required.		

FL 54: PRIOR PAYMENTS



Not required if MaineCare is the only payer.

If there are one or more other payers listed in FL 50, enter the prior payments and/or discounts received from other third party payers, except MaineCare or Medicare. If the third party payment exceeds MaineCare reimbursement, no additional payment will be made.

If you are in a contractual agreement with a private insurance company to accept its payment as payment in full, you cannot bill MaineCare for charges. The claim would be rejected for "no balance due."

Example:

54 PRIOR PAYMENTS
45 00
46 · 00
•

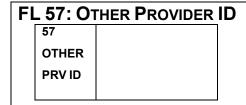


Never put a prior MaineCare or Medicare payment in this form locator. Only enter prior payment(s) from other third parties.

	_					
FL 55: EST. AMOUNT DUE						
is est. Amount due						
· ·						
Not required.						



Enter the Billing Provider National Provider Identifier. MaineCare does not require the NPI at this time.



Enter the MaineCare legacy provider number or other provider identifiers as assigned by the health plan (as indicated in FL 50 lines a-c).

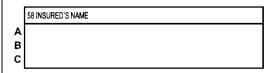
Example:

57	450004600
OTHER	456234600
PRV ID	



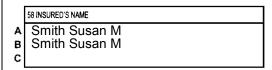
When billing for services not covered by Medicare for patients who have Medicare, list your MaineCare billing provider ID# here. See Appendix 1.

FL 58: INSURED'S NAME



Enter the MaineCare member's name in this order: last name, first name, middle initial. Note: For this Form Locator, MaineCare considers the member as the "insured."

Example:





The member's name must be exactly as shown on the MaineCare ID card.

FL 59: P. REL



Not required if MaineCare is the only payer.

If the patient is covered by insurance under another policyholder, enter the two-digit code to indicate the patient's relationship to the policyholder. Codes are listed in the National UB-04 Manual.

Example:



FL 60: INSURED UNIQUE ID	
60 INSURED'S UNIQUE ID	
Enter the member's MaineCare ID number as shown on his or her MaineCare ID card, or his or her certificate number, or other insurance ID number. Remember to use the appropriate line (A, B or C) that corresponds to FL 50.	
Example:	
60 INSURED'S UNIQUE ID	
12345678A	



Do not enter the member's Social Security number in place of the MaineCare ID number. This will cause the claim to deny.



61 GROUP NAME

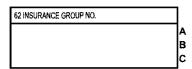
Not required if MaineCare is the only payer.

If the member is covered by other insurance, enter the insured's Group Name. Primary payer information is required if MaineCare is the secondary payer.

Example:

61 GROUP NAME
Aetna US Health

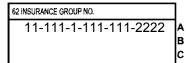
FL 62: INSURANCE GROUP NO.



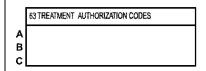
Not required if MaineCare is the only payer.

If applicable, enter the Group Number for the insurance named in FL 61. Primary payer information is required if MaineCare is the secondary payer.

Example:



FL 63: TREATMENT AUTHORIZATION CODES



If services have been prior authorized, enter the following information on lines A–C exactly as indicated below:

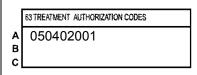
Line A – The MaineCare Managed Care Referral number (formerly PrimeCare number).

Line B – Prior Authorization number (PA).

Some services require prior authorization. The source of the PA usually is the Office of MaineCare Services, Professional Claims Review Unit/PA Unit. However, PAs may be authorized by other sources such as MaineCare Eye Care, or the Breast & Cervical Health Program. APS and Schaller Anderson.

Line C – Behavioral and Developmental Services (BDS) Authorization number. This is an internal contract number issued by DHHS.

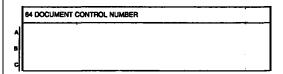
Example:





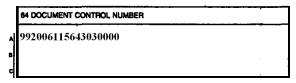
If a member is in an out-of-state facility, before services can be performed and billed, MaineCare must authorize this service and assign a number.

FL64: DOCUMENT CONTROL NUMBER



If this is an adjustment claim (void or replace) enter the Transaction Control Number (TCN) of the claim being voided or replaced. **The TCN must be on line A.**

Example:



Definitions:

Void – deletes the claim or claim line.

Example: If you submit a claim for date of service 12/01/2005 and later realize that you actually saw the member on 12/02/2005 you would void that claim by putting an 8 as the third digit in FL4 and the header TCN of the original claim in this FL. You will receive a remittance statement from MaineCare showing a negative balance because MaineCare took back the original payment. You can than rebill the correct date of service on a new claim form.

Replace – this function voids the original claim and processes the information in FL 42 - 47 as a new claim.

Example: If you submit a claim for July and later receive a rate letter that you have a rate increase effective in July you would put a 7 as the third digit in FL 4 and the original TCN of the header or line in this FL and the corrected information in FL 42 - 47. The system will take back the original payment and process the new information and you will receive a remittance showing a payment for the difference between the original payment and the new claim.



The TCN is the 18-digit code located in the second column on your remittance advice (RA) statement. If you are adjusting a single line item, you must change the last 0 to 1, 2, etc., to reflect the line that you want to void or to replace.



MaineCare will only accept one adjustment per claim form,

TIP:

Nursing Homes must adjust the whole claim because of cost of care.

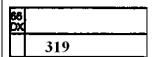
	FL 65 - 66
	,
FL 65: EMPLOYER NAME 65 EMPLOYER NAME	
The name of the employer that provides health care coverage for the individual indentified in FL 58.	
Example: 65 EMPLOYER NAME	
Acme Auto Shop	
FL 66 Diagnosis Version Qualifier 66 DX Not Required	

FL 67: PRIN. DIAG. CD.

66 CXC

Enter the patient's primary diagnosis, using an International Classification of Diseases (ICD9-CM) code. Present on admission indicator not required at this time.

Example:





A primary diagnosis is required. Do not punctuate.



If you are a provider, such as an Adult Family Care Home that doesn't have this code, ask the member's physician or caseworker.

FL 67 A-Q: OTHER DIAG. CODES



Enter the ICD9-CM diagnosis code or codes that identify any additional conditions that co-existed at the time of admission, or any conditions that developed subsequently, and that affected the treatment received or the length of stay. Leave this blank if there are no additional diagnoses.

Example:

DX	67	A	В	C	D	E	F	G	H	68
49	96	23300	K	L	M	N	0	P	Q	



Do not punctuate the codes.

FL68: UNLABLED	
68	
Not required.	
Not required.	
EL COLADA DIAC. OD	
FL69: ADM. DIAG. CD.	
69 ADMIT	
DX	
DX	
Not no mains d	
Not required.	
EL 70 DAT DE AGOU DV	
FL 70 PAT REASON DX	
70 PATIENT	
REASON DX	
REASON DX	
Not are in 1	
Not required.	
El 74, ppg cops	
FL 71: PPS CODE	
71 PPS CODE	
CODE	
NI (1	
Not required.	

FL 72: ECI			
72 ECI			
Not required.			
FL 73 UNLABLE	ĒD		
73			
Not required.			

FL 74: PRINCIPAL PROCEDURE

74	PRINCIPLE PROCEDURE				
(CODE DATE				

If applicable, enter the code that identifies the principal surgical or obstetrical procedure. Enter the date in six-digit format (MMDDYY).

Example:

74	74 PRINCIPLE PROCEDURE					
(CODE	DATE				
680		060206				

TIP:

If the procedure is for sterilization or abortion, the principle procedure must agree with the diagnosis.

FL 74 A - E: OTHER PROCEDURE

	81 OTHER PROCEDURE CODE DATE		OTHER PRI CODE	OCEDURE Date
	A		23	
OTHER PRO	OTHER PE CODE	OCEDURE DATE	OTHER PR CODE	OCEDURE L DATE
And Resi	Ü		GMA GAN Miles	

Hospitals Only.

Enter the code identifying any other surgical or obstetrical procedures. Enter the date in six-digit format (MMDDYY).

Example:

		81 OTHER PROCEDURE DATE		OTHER PRI	OCEDURE DATE
		76514	042806	76090	042806
OTHER PROCEDURE CODE DATE		OTHER PR CODE	OCEDURE DATE	OTHER PR	OCEDURE DATE
57170	050306			GMSt Elev ottes	

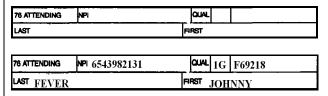
FL 75 UNLABELED 75 Not required.

FL 76 - 78

FL 76: ATTENDING

Enter the National Provider Identifier (NPI), 2 digit qualifier (1G) and Provider UPIN Number, Last Name and First Name of the attending physician, if applicable.

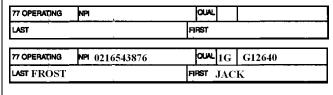
Example:



FL 77: OPERATING

Enter the National Provider Identifier (NPI), 2 digit qualifier (1G) and Provider UPIN Number, Last Name and First Name of the operating physician, if applicable.

Example:



FL 78: OTHER

Enter the National Provider Identifier (NPI), 2 digit qualifier (1G) and Provider UPIN Number, Last Name and First Name of the other physician, if applicable.

Example:

78 OTHER	NPI	QUAL		
LAST	1	PRST		
78 OTHER	NPI 1234567890	QUAL.	1G	G12345
LAST BERF	FIRST (НА	RLES	

FL 79: OTHER

Enter the National Provider Identifier (NPI), 2 digit qualifier (1G) and Provider UPIN Number, Last Name and First Name of the other physician, if applicable.

Example:

79 OTHER	NPI		COUNT		
LAST		Fi	RST		
79 OTHER	NP 12123456340		CUAL	1G	P24356
LAST POPP	INS	F	irst]	MAI	RY

FL 80: REMARKS

Use Lines a–d for any necessary remarks. Use the recommended format for remarks.

Example:

а	84 REMARKS
b	
С	
đ	

TIP:

See the National UB-04 Manual for the recommended format.

If applicable, list "Medicare Replacement" or "Medicare Railroad" here.

FL 81	: CC			
81CC a				
b				
c		_		
đ				
Not Re	quired.			<u></u>

UB-04 Appendix 1

FL 39 – 41 Value Codes

Instructions for billing Medicare co-insurance and deductible:

A1 and A2 apply to coinsurance/deductible after the Medicare part that was billed, Part A or Part B. Value Codes B1 and B2 are used only if billing for coinsurance/deductible after Part A and Part B.

Example:

If billing Medicare deductible after Part A or Part B, use A1

If billing Medicare coinsurance and/or co-payment after Part A, Part B or Part C, use A2

If billing Medicare deductible after Part A and Part B on the same claim, use A1 for one and B1 for the other

If billing Medicare coinsurance after Part A and Part B on the same claim, use A2 for one and B2 for the other

Do not use value codes to bill after other third party insurance, just reflect the payment in FL 54 and attach the insurance EOB

For services not covered by Medicare for patients who have MaineCare and Medicare, do the following:

- 1) Put the word "MaineCare" in field locator 50a. Do not use the word "Medicare."
- 2) Leave field locator 51a blank.
- 3) Put your MaineCare billing provider ID# in field locator 57.
- 4) Submit the claim on paper and include the Explanation of Medicare benefits (EOMB).

UB-04 Appendix 2

FL 04: TYPE OF BILL

Adult Family Care Homes, and Private Non-Medical Institutions must use the specific codes assigned by MaineCare.

Type of Facility – 1st Digit

- 6 Cost Reimbursed Boarding Homes Provider
 - Cost Reimbursed Boarding Homes Case Mix
 - Cost Reimbursed Boarding Homes Non Case Mix

OR

8 – Special Facility

- Community Residence for People with Mental Illness
- Residential Child Care Facilities
- Temporary Out of Home Placement (Redirect Room & Board)
- Substance Abuse Treatment Facilities
- Flat Rate Boarding Homes
- Adult Family Care Homes

Bill Classification – 2nd Digit

- 5 Cost Reimbursed Boarding Home Case Mix
 - Cost Reimbursed Boarding Homes billing BH/BP/BQ codes

OR

- **6** Special Facilities and Cost Reimbursed Boarding Homes
 - Non-Case Mix
 - Cost Reimbursed Boarding Homes billing MRB/MRP codes
 - Community Residence for People with Mental Illness
 - Residential Child Care Facilities

(Continued on the next page.)

- Temporary Out of Home Placement (Redirect Room & Board)
- Substance Abuse Treatment Facilities
- Flat Rate Boarding Homes

9 - Other

Adult Family Care Homes

<u>Frequency – 3rd Digit</u>

Choose from the following codes depending on the status of the MaineCare member (FL 22) during the Statement Covers Period (FL 6):

- 1 Admit through Discharge
- 2 Interim First Claim
- 3 Interim Continuing Claim
- 4 Interim Last Claim
- 7 Replacement of Prior Claim
- 8 Void/Cancel Prior Claim

FL 42: rev cd. and FL 44: HCPCS / rates

FL 42: Enter a four-digit code that identifies a specific accommodation, ancillary service or billing calculation.

FL 44: HCFA Common Procedure Coding System (HCPCS) and Current Procedural Terminology (CPT) codes.

The following are codes specific to Adult Family Care Homes, and Private Non-Medical Institutions:

Adult Family Care Homes

FL 42:

3104 Adult Family Care Treatment (Bill the appropriate Resource Rate.) This code does not require a procedure code in FL 44.

0169 Room and Board Use in conjunction with AFH or AFH2 in FL 44.

0001 Total Charges

FL 44:

AFH \$787.00 (effective 01/01/2006)

AFH2 \$1012.00 (effective 01/01/2006)

Private Non-Medical Institutions

Cost Reimbursed Boarding Homes Case Mix and Non Case Mix FI.42:

- **0169** Room and Board Semi-Private
 Use in conjunction with **BH** or **MRB** in FL 44.
- **0940** Other Therapeutic Services General Use in conjunction with **BP** or **MRP** in FL 44.
- **0242** Personal Care
 Use in conjunction with **BQ** in FL 44.
- **0189** Leave of Absence (Bed hold days) Room and Board. Use in conjunction with **BL** or **MRBL** in FL 44.
- 3109 Adult Care Strive U
- 0001 Total Charges

FL 44:

- **BH** Room and Board in a PNMI (Case Mix Facility)
- **BP** Medical & Remedial Services in a PNMI (Case Mix Facility)
- BQ Personal Care (Case Mix Facility)
- **BL** Leave Days from a PNMI (Room and Board) (Case Mix Facility)
- MRB Residential Boarding Care (Non Case Mix Facility)

(Cost Reimbursed Boarding Homes continued on next page.)

MRP PNMI Services (Non Case Mix Facility)

Residential Child Care Facilities

Residential Child Care Facilities

RTS Child Care Facility Services must be billed with the appropriate modifier indicating the level of care provided.

Use the below codes and modifiers in conjunction with revenue code 0940 in FL42

Code	Modifier	Description	Rate	Unit	Prior
					Authorization
H0019	HE	Mental Health Level I	\$336.49	Per diem	Yes
H0019	U3	Mental Health Level II	\$441.20	Per diem	Yes
H0019	U4	Mental Retardation-Level I	\$397.12	Per diem	Yes
H0019	U5	Mental Retardation-Level II	\$397.12	Per diem	Yes
RTS	U6	Infant Mental Health	\$696.43	Per diem	Yes
RTS	U7	Crisis Residential	\$542.94	Per diem	Yes
RTS	U8	Treatment Foster Care	\$105.75	Per diem	Yes

PLEASE NOTE: Residential Child Care Facilities bill separately for room and board. These instructions apply only if the Child Care Facility's room and board funded by Behavioral and Developmental Services. All other room and board is billed directly to the applicable seeding agency, i.e, Child and Family Services, Department of Corrections, etc.

FL 42:

0169 Room and Board Use in conjunction with **BR** in FL 44.

0001 Total Charges

FL 44:

BR Room and Board

Community Residence for People with Mental Illness

PLEASE NOTE: RMI and RMI2 must be billed on separate claim forms.

FL 42:

0940 Rehabilitation Services
Use in conjunction with **RMI** in FL 44.

0940 Personal Care Services
Use in conjunction with **RMI2** in FL 44.

0001 Total Charges

FL 44:

RMI Rehabilitation Services

RMI2 Personal Care

Substance Abuse Treatment Facilities

FL 42:

0940 Other Therapeutic Services General Use in conjunction with PNMI, RH4, RH5, RH6, RH7, RH8, and RH9 codes in FL 44.

0001 Total Charges

FL 44:

PNMI Detoxification

RH4 Halfway House Services

RH5 Extended Care Shelters

RH6 Residential Rehabilitation

RH7 Extended Shelter

RH8 Adolescent Residential Rehabilitation

RH9 Personal Care, Substance Abuse

Home Health Agencies

PROC CODE	DESCRIPTION
HHS11	Registered Nurse Services
HHS12	Licensed Practical Nurse Services
HHS13	Home Health Aide Services
HHS14	Licensed Occupational Therapist (OTR) Services
HHS15	Certified Occupational Therapist Assistant (COTA) Services
HHS16	Licensed Physical Therapist Services
HHS17	Licensed Physical Therapist Assistant Services
HHS18	Licensed Speech-Language Pathologist Services
HHS19	Licensed Speech Pathologist Assistant Services
HHS20	Medical Social Services
HHS21	Routine Supplies Identify Supply in "Remarks"
HHS22	RN – Psychotropic Medication Administration and Monitoring

THE REIMBURSEMENT CODES BELOW WILL BE ACTIVATED UPON NOTICE TO PROVIDERS FROM THE DEPARTMENT.

THESE CODES WILL REPLACE THE LOCAL CODES INDICATED ABOVE.

PROC	
CODE	DESCRIPTION
U551	Registered Nurse Services
U551	Licensed Practical Nurse Services
U571	Home Health Aide Services
U431	Licensed Occupational Therapist (OTR) Services
U431	Certified Occupational Therapist Assistant (COTA) Services
U421	Licensed Physical Therapist Services
U421	Licensed Physical Therapist Assistant Services
U441	Licensed Speech-Language Pathologist Services
U441	Licensed Speech Pathologist Assistant Services
U561	Medical Social Services
U270	Routine Supplies Identify Supply in "Remarks"
U551	RN – Psychotropic Medication Administration and Monitoring

Private Duty Nursing

REVENUE	DESCRIPTION OF SERVICES		
CODE	EC EOD DDIWATE DUTY NUDCING AND DEDCONAL GADE CEDVICES		
ALLOWANCES FOR PRIVATE DUTY NURSING AND PERSONAL CARE SERVICES			
LICENSED HOME HEALTH CARE AGENCY SERVICES PROVIDER AND			
REGISTERED PERSONAL CARE AGENCIES			
	III Services - Persons Age 21 +		
B300	Registered Nurse Services - Licensed Agency		
B127	Licensed Practical Nurse Services		
B128	Home Health Aide Services		
B129	Certified Nursing Assistant Services		
B132	Registered Nurse Medication Services		
	(severely mentally disabled) - Licensed Agency		
B133	Psychiatric Registered Nurse Medication Services		
	(severely mentally disabled) - Licensed Agency		
B134	Licensed Practical Nurse Medication Services (severely mentally disabled)		
B361	Personal Care Assistant Services*		
B365	PCA Supervisit*		
B368	Family Provider Personal Care Assistant Services (age 21 and over)		
B320	Registered Nurse Services - Licensed Agency		
B369	Registered Nurse Services – Licensed Agency – multiple patients		
B137	Licensed Practical Nurse Services		
B370	Licensed Practical Nurse Services – multiple patients		
B138	Home Health Aide Services		
B139	Certified Nursing Assistant Services		
B135	Personal Care Assistant Services*		
B365	PCA Supervisit*		
B368	Family Provider Personal Care Assistant Services (age 21 and over)		
	DICATION and VENIPUNCTURE Services - for Severely Mentally Disabled Persons		
B150	Registered Nurse Medication Services - Licensed Agency		
B151	Psychiatric Registered Nurse Medication Services - Licensed Agency		
B152	Licensed Practical Nurse Medication Services		
	NIPUNCTURE ONLY Services		
B160	Registered Nurse Venipuncture Only Services - Licensed Agency		
B161	Licensed Practical Nurse Venipuncture Only Services		
Level VIII Ser	rvices – Persons Age 21+		
B300	Registered Nurse Services – Licensed Agency		
B127	Licensed Practical Nurse Services		
B132	Registered Nurse Medication Services		
	(severely mentally disabled) – Licensed Agency		
B133	Psychiatric Registered Nurse Medication Services		
	(severely mentally disabled) Licensed Agency		
B134	Licensed Practical Nurse Medication Services		

REVENUE	DESCRIPTION OF SERVICES	
CODE		
B150	Registered Nurse Medication Services – Licensed Agency	
B151	Psychiatric Registered Nurse Medication Services – Licensed Agency	
B152	Licensed Practical Nurse Medication Services	
B160	Registered Nurse Venipuncture Only Services – Licensed Agency	
B161	Licensed Practical Nurse Venipuncture Only Services	
	III Services - Persons Under Age 21	
B200	Registered Nurse Services - Licensed Agency	
B107	Licensed Practical Nurse Services	
B108	Home Health Aide Services	
B109	Certified Nursing Assistant Services	
B362	Personal Care Assistant Services*	
B366	PCA Supervisit*	
B367	Family Provider Personal Care Assistant Services (under age 21)	
Level IV Ser	vices - for Persons Under Age 21	
B240	Registered Nurse Services - Licensed Agency	
B371	Registered Nurse Services - Licensed Agency – multiple patients	
B112	Licensed Practical Nurse Services	
B372	Licensed Practical Nurse Services – multiple patients	
B113	Home Health Aide Services	
B114	Certified Nursing Assistant Services	
B363	Personal Care Assistant Services*	
B366	PCA Supervisit*	
B367	Family Provider Personal Care Assistant Services (under age 21)	
Level V Services - Persons Under Age 21		
B220	Registered Nurse Services - Licensed Agency	
B373	Registered Nurse Services - Licensed Agency – multiple patients	
B117	Licensed Practical Nurse Services	

REVENUE CODE	DESCRIPTION OF SERVICES
B374	Licensed Practical Nurse Services – multiple patients
B118	Home Health Aide Services
B119	Certified Nursing Assistant Services
B125	Personal Care Assistant Services*
B366	PCA Supervisit*
B367	Family Provider Personal Care Assistant Services (under age 21)
PDN/PCS Pre	vention, Health Promotion, and Optional Treatment Services - for Persons Under Age 21
B260	Registered Nurse Services - Licensed Agency
B122	Licensed Practical Nurse Services
B123	Home Health Aide Services
B124	Certified Nursing Assistant Services
B364	Personal Care Assistant Services*
B366	PCA Supervisit*
B367	Family Provider Personal Care Assistant Services (under age 21)
Level VIII Ser	vices – Persons under Age 21
B200	Registered Nurse Services – Licensed Agency
B107	Licensed Practical Nurse Services
	INDEPENDENT REGISTERED NURSE
Level I, II, &	III Services Persons Age 21 +
B126	Registered Nurse Services
B303	Registered Nurse Medication Services (severely mentally disabled only)
B304	Psychiatric Registered Nurse Medication Services (severely mentally disabled only)
Level V Service	ces - Persons Age 21+
B136	Registered Nurse Services
B375	Registered Nurse Services – multiple patients
B140	Ventilator Care Registered Nurse Services
	DICATION and VENIPUNCTURE Services - for Severely Mentally Disabled
B340	Registered Nurse Medication Services
B341	Psychiatric Registered Nurse Medication Services
	NIPUNCTURE ONLY Services
B360	Registered Nurse Venipuncture Only Services
	rvices – Persons Age 21+
B126	Registered Nurse Services
B303	Registered Nurse Medication Services
D204	(severely mentally disabled only)
B304	Psychiatric Registered Nurse Medication Services
D240	(severely mentally disabled only)
B340	Registered Nurse Medication Services Payabiatria Registered Nurse Medication Services
B341	Psychiatric Registered Nurse Medication Services Registered Nurse Venipungture Only Services
B360	Registered Nurse Venipuncture Only Services HI Sawrings Parsons Under Acc 21
B106	III Services - Persons Under Age 21 Pagistared Nurse Services
	Registered Nurse Services
B111	Registered Nurse Services
ווום	Registered Nurse Services

REVENU	NUE DESCRIPTION OF SERVICES		
CODE			
B376	Registered Nurse Services – multiple patients		
Level V Se	Level V Services - Persons Under Age 21		
B116	Registered Nurse Services		
B377	Registered Nurse Services – multiple patients		
B120	Ventilator Care Registered Nurse Services		
Level VIII	Level VIII Services – Persons Under Age 21		
B106	Registered Nurse Services		
PDN/PCS Prevention, Health Promotion, and Optional Treatment Services (formerly EPSDT) for			
Persons Under Age 21			
B121	Registered Nurse Services		

THE CODES BELOW WILL BE ACTIVATED UPON NOTICE TO PROVIDERS FROM THE DEPARTMENT AND WILL REPLACE THE CODES ABOVE. REIMBURSEMENT RATES WILL NOT BE AFFECTED BY THIS CHANGE.

PROC	PDN AGENCY
CODE	
T1002	RN Services, up to 15 minutes
T1002	Psychiatric Registered Nurse Medication Services
T1002TT	RN Services, up to 15 minutes, multiple patients
T1003	LPN/LVN Services, up to 15 minutes
T1003TT	LPN/LVN Services, up to 15 minutes, multiple patients
T1004	Services of a qualified nursing aide, up to 15 minutes
T1019	Personal Care Services per 15 minutes
$TXXX^{\underline{1}}$	Personal Care Services "Supervisit"
T1019U2	Personal Care Services per 15 minutes, family provider PCS
	PDN INDIVIDUAL PROVIDER
T1000	Private duty/independent nursing service(s) – licensed, up to 15 minutes
T1000TT	Private duty/independent nursing service(s) – licensed, up to 15 minutes, multiple patients
T1000	Psychiatric Registered Nurse Medication Services

¹ The Department will issue updated billing instructions and procedure codes when these new procedure codes become effective to conform with federal HIPAA requirements.

Nursing Home Codes to be used in FL 42 and FL 44 $\,$

FL 42	Description	FL 44
0167	Room and Board	
0167	Days Waiting Placement	YW
0420	Physical Therapy General	Y9490
0424	Physical Therapy Evaluation or Re-evaluation	Y9490
0429	Physical Therapy Other	Y9490
0430	Occupational Therapy General	ZT493
0434	Occupational Therapy Evaluation or Re-evaluation	ZT493
0439	Other Occupational Therapy	ZT493
0440	Speech Therapy General	6001
0440	Speech Therapy General	6002
0440	Speech Therapy General	6004
0440	Speech Therapy General	6005
0440	Speech Therapy General	6006
0440	Speech Therapy General	6018
0444	Speech Therapy Evaluation or Re-evaluation	6001
0444	Speech Therapy Evaluation or Re-evaluation	6002
0444	Speech Therapy Evaluation or Re-evaluation	6004
0444	Speech Therapy Evaluation or Re-evaluation	6005
0444	Speech Therapy Evaluation or Re-evaluation	6006
0444	Speech Therapy Evaluation or Re-evaluation	6018
0449	Speech Therapy Other	6001
0449	Speech Therapy Other	6002
0449	Speech Therapy Other	6004
0449	Speech Therapy Other	6005
0449	Speech Therapy Other	6006
0449	Speech Therapy Other	6018
0470	Audiology General	6007
0470	Audiology General	6008
0470	Audiology General	6009
0470	Audiology General	6011
0470	Audiology General	6012
0470	Audiology General	6014
0470	Audiology General	6015
0470	Audiology General	6016
0470	Audiology General	6017
0471	Audiology - Diagnostic	6007
0471	Audiology - Diagnostic	6008
0471	Audiology - Diagnostic	6008
FL 42	Description	FL 44
0471	Audiology - Diagnostic	6011

0471	Audiology - Diagnostic	6012
0471	Audiology - Diagnostic	6014
0471	Audiology - Diagnostic	6015
0471	Audiology - Diagnostic	6016
0471	Audiology - Diagnostic	6017
0472	Audiology – Treatment	6007
0472	Audiology – Treatment	6008
0472	Audiology – Treatment	6009
0472	Audiology – Treatment	6011
0472	Audiology – Treatment	6012
0472	Audiology – Treatment	6014
0472	Audiology – Treatment	6015
0472	Audiology – Treatment	6016
0472	Audiology – Treatment	6017
0479	Audiology – Other	6007
0479	Audiology – Other	6008
0479	Audiology – Other	6009
0479	Audiology – Other	6011
0479	Audiology – Other	6012
0479	Audiology – Other	6014
0479	Audiology – Other	6015
0479	Audiology – Other	6016
0479	Audiology – Other	6017